

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 30, 2002

ALL COUNTY LETTER NO. 02-98

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS
ALL COUNTY WELFARE TO WORK COORDINATORS
STAGE ONE ALTERNATIVE PAYMENT PROGRAM PROVIDERS

SUBJECT: FORMER CalWORKs RECIPIENTS WHOSE CHILDREN ARE
TIMING OUT OF STAGE ONE CHILD CARE [CW 2197 (1/03)]

REFERENCE: ACL 99-63, DATED SEPTEMBER 7, 1999, PUBLICATION OF
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY
TO KIDS (CalWORKs) CHILD CARE REGULATIONS

Attached is the "Timing Out" Questionnaire – Stage One CalWORKs Child Care (CW 2197, formerly known as the TEMP 2187) for July 2002 through December 2004. The county is to complete the questionnaire with actual and projected information on the number of children and families receiving Stage One child care who have reached or who will reach the end of the 24 month limit of child care services for which former CalWORKs recipients are eligible. The data being collected in this questionnaire are **only** for families and children of **former** recipients of CalWORKs cash assistance who will continue to receive their child care services through Stage One.

The TEMP 2187 has become a permanent reporting form and the form number has changed to CW 2197. There are no changes in the data elements on the questionnaire. The Data Systems and Survey Design Bureau (DSSDB) is in the process of revising various report forms and instructions to incorporate additional format standards. As a result of implementing the format standards, changes have been made to the report's form and instructions. These changes in format will make the forms easier to read and understand, and will provide more uniformity among DSSDB reports.

Current regulations provide that former CalWORKs recipients must receive Stage One child care if child care services are not available in Stage Two or Stage Three. However, former recipients cannot remain in Stage One beyond 24 months of eligibility after leaving cash assistance.

ALL COUNTY WELFARE DIRECTORS

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The California Department of Social Services must determine the number of children who have or who will "time out" of Stage One child care during each month of the period from July 2002 through December 2004. This data must be reported separately by one-parent and two-parent families. Counties will be sent and asked to complete a CW 2197 in January and July of each year.

All counties are to complete and return the enclosed questionnaire by **February 7, 2003** to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

If you have any questions regarding completion of this questionnaire, please contact Katie Girimonte, Data Systems and Survey Design Bureau, at (916) 651-8269.

Sincerely,

***Original Document Signed By
Lois VanBeers on 12/30/02***

LOIS VANBEERS
Deputy Director
Research and Development Division

Enclosures

Timing Out Questionnaire

Stage One CalWORKs Child Care

SEND ONE COPY OF THIS REPORT TO:
California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME	REPORT PERIOD July 2002 through December 2004
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Stage One Dec. 2002 Caseload	Children		Families	
	One-Parent Families	Two-Parent Families	One-Parent Families	Two-Parent Families
TOTAL	1	2	3	4

Report Month	Children		Families	
	One-Parent Families	Two-Parent Families	One-Parent Families	Two-Parent Families
Jul-02	5	6	7	8
Aug-02	9	10	11	12
Sep-02	13	14	15	16
Oct-02	17	18	19	20
Nov-02	21	22	23	24
Dec-02	25	26	27	28
Jan-03	29	30	31	32
Feb-03	33	34	35	36
Mar-03	37	38	39	40
Apr-03	41	42	43	44
May-03	45	46	47	48
Jun-03	49	50	51	52
Jul-03	53	54	55	56
Aug-03	57	58	59	60
Sep-03	61	62	63	64
Oct-03	65	66	67	68
Nov-03	69	70	71	72
Dec-03	73	74	75	76
Jan-04	77	78	79	80
Feb-04	81	82	83	84
Mar-04	85	86	87	88
Apr-04	89	90	91	92
May-04	93	94	95	96
Jun-04	97	98	99	100
Jul-04	101	102	103	104
Aug-04	105	106	107	108
Sep-04	109	110	111	112
Oct-04	113	114	115	116
Nov-04	117	118	119	120
Dec-04	121	122	123	124

COMMENTS

CONTACT PERSON (Print)	EMAIL	DATE COMPLETED
TITLE/CLASSIFICATION	TELEPHONE	FAX

**TIMING OUT QUESTIONNAIRE
STAGE ONE CalWORKs CHILD CARE
CW 2197 (1/03)**

INSTRUCTIONS

CONTENT

The CW 2197 report (formerly the TEMP 2187) contains statistical information about children and families currently receiving CalWORKs Stage 1 Child Care who have or will “time out” (reach the end of their 24 months of child care after leaving cash aid) during each of the months indicated.

PURPOSE

This data is collected to estimate the funding necessary to serve former CalWORKs recipients in Stage 3 child care after they have exhausted their 24 months of Stage 1 child care.

DUE DATE AND CONTACT

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before Friday, February 7, 2003. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report's form and instructions are available on the California Department of Social Services (CDSS), Research and Development Division (RADD) web site at:
<http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the box provided near the top of the form the county name.

Enter the data required for each item. If there is nothing to report for an item, enter “0”. **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, Email address, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

GENERAL INSTRUCTIONS CONTINUED

- This report only collects the number of enrolled Stage 1 families and children no longer on CalWORKs cash aid who have or will exhaust their 24 months of eligibility. The 24 month “timing out” period does not involve the number of payments made per family and child.
- When a Stage 1 family and their child(ren) are no longer on CalWORKs cash aid, the 24 month time limit begins on the first day of the month immediately following the month the adult is no longer receiving CalWORKs cash aid. The data reported in each data cell is considered the 24th month when the families and children have or will “time out” of Stage 1 child care.
- ACTUAL “timed out” counts are the first six months indicated on the report and are only the children and families who have actually “timed out” of Stage 1 child care.
- PROJECTED “timed out” counts are the last 24 months of the report and are the children and families taken from the indicated Stage 1 child care Caseload Total who are off CalWORKs cash aid and have been projected to “time out” within the indicated 24 month time period.
- If NO Stage 1 children or families have or will “time-out” during an indicated month, enter zero where appropriate.
- DO NOT report Stage 1 families and children who are off CalWORKs cash aid that have transferred to Stage 2 child care before “timing out”.
- The data reported on the CW 2197 is not identical to the Child Care Monthly Reports (CW 115/A).
- If necessary, use the Comments section to explain your estimates.
- Please include Stage 1 children and families no longer on CalWORKs cash aid on December 31, 2002, regardless of the reason they remain in Stage 1.

ITEM INSTRUCTIONS

Stage One December 2002 Caseload/TOTAL: Enter the ACTUAL number of children and families no longer receiving CalWORKs cash aid, currently receiving CalWORKs Stage 1 child care on December 31, 2002, who will be “timing out” from January 2003 - December 2004. [Cells 1 – 4]

July - December 2002: Enter the ACTUAL number of children and families no longer receiving CalWORKs cash aid that did “time out” of the Stage 1 child care caseload during the indicated month. [Cells 5 – 28]

January 2003 - December 2004: Enter the PROJECTED number of children and families no longer receiving CalWORKs cash aid that were in Stage 1 child care on December 31, 2002, that will “time out” during the indicated month. Base this projection on a count of months. DO NOT modify projections for expected attrition. [Cells 29 – 124]

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.